

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE  
POLICY AND FINANCE COMMITTEE OF THE CANVEY ISLAND TOWN COUNCIL  
HELD IN THE COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND ON  
MONDAY 15<sup>TH</sup> JULY 2024 AT 7.30PM**

**PRESENT:**

Councillors: Cllr A. Acott, Cllr. P May, Cllr D. Anderson, Cllr S. Sach, and Cllr J. Anderson.

Also, present: Mrs E De Can – Town Clerk

**P&F/001/24 - APOLOGIES FOR ABSENCE**

No apologies were required.

**P&F/002/24 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declarations of interest were received.

**P&F/003/24 - TO APPOINT A VICE CHAIRMAN TO THE COMMITTEE FOR 2024/25**

Cllr May nominated Cllr J. Anderson as Vice Chairman of the Committee. The nomination was seconded by Cllr D. Anderson. There were no other nominations therefore Cllr J. Anderson was appointed Vice Chairman of the Committee for 2024/25.

**P&F/004/24 - PUBLIC FORUM – TO RECEIVE QUESTIONS FROM MEMBERS OF THE COMMUNITY OF CANVEY ISLAND OF WHICH NOTICE HAS BEEN RECEIVED FOR A PERIOD NOT EXCEEDING TEN MINUTES.**

No questions were received.

**P&F/005/24 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 22<sup>ND</sup> APRIL 2024.**

The minutes of the committee meeting held on the 22<sup>nd</sup> April 2024 were **CONFIRMED** as a true record and signed by the chairman.

**P&F/006/24 – TO RECEIVE A VERBAL REPORT FROM THE TOWN CLERK FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA**

Members noted the Clerks report of completed projects.

**P&F/007/24 - RISK MANAGEMENT**

**TO REVIEW THE RISK MANAGEMENT ASSESSMENT AND INTERNAL CONTROLS**

The Town Clerk advised that the Council has several documents and controls in place as part of its strategy of internal control and risk management. However, an annual review must be undertaken to ensure that these procedures continue to be relevant and effective. Members noted the documents provided by the Town Clerk and confirmed that during the year the council has carried out various assessments of the risks facing it and taken appropriate steps to manage those risks.

**P&F/008/24 – TO NOTE THE TRAINING COURSES BOOKED / ATTENDED SINCE THE LAST MEETING.**

Members noted the courses of Freedom of Information Request webinar at a cost of £50.00 for the Town Clerk and Public Rights of Way webinar at a cost of £80.00 each for the Town Clerk and Community Warden.

**P&F/009/24 – FINANCE**

**i) TO NOTE THE RENEWAL OF THE COUNCIL'S CYBER INSURANCE POLICY AT AN ANNUAL COST OF £405.25.**

Members noted the cost.

**ii) TO CONSIDER AND AGREE THE COUNCIL'S INSURANCE RENEWAL COSTS.**

Members noted that the insurance policy renewal is due on the 16<sup>th</sup> August 2024 and the quotes obtained, however, still awaiting confirmation of a discounted long term option from Zurich Municipal. Members **RESOLVED** to continue its insurance policy with Zurich Municipal and to delegate the power to the Town Clerk to negotiate a 3 year term as this a cost-effective option and usually offers a discounted rate, however, if this is no longer possible approved the cost of £2,391.92 for 2024/25.

**iii) TO VERIFY THE COUNCIL FINANCES AS OF 30<sup>TH</sup> JUNE 2024**

Members **NOTED** the Council Finances as of 30<sup>th</sup> June 2024 inclusive of the bank reconciliation, statements and payments issued from 1<sup>st</sup> April 2024 to 30<sup>th</sup> June 2024 and no questions were raised. Members confirmed that Cllr Acott can sign the reconciliation documents and original bank statements as evidence of verification in accordance with Financial Regulations 2.2.

**iv) TO CONFIRM ACCOUNTS FOR PAYMENTS AS PREVIOUSLY AGREED.**

**15<sup>th</sup> July 2024 NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Amount</b>	<b>Description</b>
Aspect Maintenance Ltd	BACS699	£6,335.08	Open Spaces Maintenance – June
D4P Media	BACS700	£416.68	Allotment sign, AFD Programmes & Garden Trail Brochures
EALC	BACS701	£60.00	FOI Training - EDC
Jim Dellow (FLW Properties)	BACS702	£110.00	Repairs to office window frames, fascias and soffits
Clear Insurance Management	BACS703	£405.25	Cyber Insurance
Canvey Castles	BACS704	£240.00	Chairs x 80 - AFD
VIP Security Services	BACS705	£937.20	Security x 8 - AFD
Blue Cube	BACS706	£564.00	Toilets - AFD
Top of the Mops	BACS707	£33.00	Cleaning – 11/07.
SFB Solutions	BACS708	£270.62	Bi-annual Fire/Alarm service & replacement panel batteries
Petty Cash	Debit Card	£80.85	Petty Cash Top Up
<b>TOTAL</b>		<b>£9,452.68</b>	

The meeting closed at 8.05pm

CHAIRMAN

11<sup>th</sup> November 2024